



Project: Family Development Modular Office

Binche Whut'en is seeking tenders for the design, supply, and installation of a **2,000 sq. ft. modular office**, to be located at **Lot 57** in the **Binche subdivision**. The office will serve current administrative purposes for the Family Development Department and later be repurposed as an **interim/emergency placement or shelter** for children, youth, and families.

The successful bidder will be responsible for:

1. Turn-Key Modular Office Supply & Installation

1. Designing and constructing a modular structure with a minimum of 3 offices, 1 conference room (to fit a conference table and 10 chairs) one reception area with space for a reception desk, a kitchen and laundry area, three washrooms, and fully installed appliances (a fridge, stove, dishwasher, above stove microwave, washer and dryer).
2. The modular will have vinyl plank flooring throughout and window coverings.
3. A 5/12 roof pitch is required to withstand northern winters.
4. Fully constructing, delivering and installing the modular unit with hookups to existing water, sewer, and hydro services.
5. Completing ground preparation on a cleared, flat lot; installing a steel piling foundation, with insulated skirting and heat tapes; and 2 mobility accessible entrances (front entrance wheelchair access and back entrance with a with covered deck and mobility ramp for wheelchair access).

2. Landscaping, Parking & Electrical Infrastructure

1. Installing perimeter cedar panel fencing with 3 gates for security access, two at the front of the building and one at the rear of the fence large enough for vehicle entrance (rear gate not shown on the site drawing).
2. Implementing camera surveillance at entry points (equipment to be supplied by Binche Whut'en).
3. Extending the main sewer line approximately 30 feet under the subdivision street to the property line.
4. Constructing a surfaced triple driveway with 10 parking stalls, each equipped with electrical posts for winter plug-ins.
5. Constructing cement walkways from the parking lot to the front and back entrances.
6. Building and installing 12' x 16' wooden storage structure that complements the exterior of the modular anchored to a cement foundation for outdoor equipment with a door wide enough for a ride-on lawn mower and/or an ATV quad entrance.
7. Ensuring culturally pleasing landscaping, including a firepit with outside seating, plants and greenery.
8. Supplying and installing at minimum a 15,000-watt automatic backup generator anchored securely on a cement pad, connected to the facility, with auto-start functionality during power outage.

Indigenous Procurement & Vendor Requirements

- Vendors must prioritize qualified Binche Whut'en members or subcontractors for employment on the project wherever feasible.
- The proposals are to include examples of modular offices/homes/landscaping supplied to other Indigenous Communities in Northern BC.
- Qualified Indigenous vendors will be given special consideration during evaluation, in alignment and as required with Indigenous Services Canada's Procurement Strategy for Indigenous Business (PSIB). References to be included in the supplier bid.
- This Call for Tenders is separated into two components, and contractors/proponents may submit proposals for one or both components.
 1. Supply & installation of the modular office (including groundwork, and engineered screw piling foundation, and ramps and rear deck).
 2. Landscaping, surfaced parking, storage shed, and exterior electrical hookups, including winter vehicle plug-ins and auto start 15,000-Watt generator installation secure cement pad. Installation of a security system (equipment supplied by Binche Whut'en).

Compliance Measures

- **Building Codes:** Ensure the modular home complies with the National Building Code (NBC) and all relevant provincial or local building codes. This includes structural integrity, electrical systems, plumbing, and fire safety.
- **Certification:** Obtain certification from a recognized body, such as CSA A277 certification, which verifies that the factory construction process meets the required standards.
- **Inspections:** Conduct thorough inspections at multiple stages, including off-site (factory) inspections and on-site inspections after installation. Inspectors should check structural stability, electrical systems, plumbing integrity, and overall craftsmanship.
- **Permits:** Secure all necessary permits from the local authority having jurisdiction (AHJ) before starting the project. This includes permits for construction, electrical work, plumbing, and any other relevant aspects.
- **Documentation:** For transparency and accountability, maintain detailed documentation of the entire process, including design plans, inspection reports, certification documents, and permits, and provide proof of WCB and liability insurance, and provide all documentation to Binche Whut'en on completion of the project.
- **Quality Control:** Implement quality control measures to ensure that materials and construction methods meet industry standards. This includes checking the source and authenticity of materials, as well as evaluating the craftsmanship.
- **Safety Assurance:** Ensure that the modular home includes essential safety features such as smoke detectors, fire exits, and proper grounding of electrical systems. Inspectors should verify that these features comply with safety standards.

- **Transportation and Installation:** Ensure that the transportation and installation processes are carried out safely and in compliance with regulations. This includes securing the modular home properly during transport and ensuring proper assembly on-site.

Proposal Requirements

Interested bidders must submit detailed proposals that include.

- Company profile and relevant experience.
- Proposed design and floor plan (floor plan that may differ from the example provided in the Appendices).
- Materials specifications and energy efficiency considerations that have a positive impact on climate change. Please state in the bid what these positive impacts will be.
- Estimated project timeline with a detailed scope-of-work plan identifying key activities/component completion targets.
- Itemized cost breakdown and payment schedule.
- Warranty and maintenance provisions, including appliance brand, quality, and warranty.
- References from past projects of similar scope.

Submission Deadline

All tenders must be submitted to the Project Manager, Dr. Lynn Jacques Inc., **by 4:00 p.m. Pacific Standard Time, Monday July 18, 2025.** by email to lynn@drjacques.ca (Please use subject line: **PO64460 Tender**) or to the attention of **Dr. Lynn Jacques Inc.** in person or by courier to the Binche Whut'en Administration Office (204 Mandine Drive, Binche, BC). Tenders received after the posted submission deadline will not be considered. **This tender is a fixed price, sealed bid process.**

Evaluation Criteria

Proposals will be evaluated based on the supplier evaluation criteria on the following page and generally considering the points below.

- **Adherence to project requirements.**
- **Experience working with Indigenous communities.**
- **Cost-effectiveness and value for money.**
- **Compliance measures.**
- **Sustainability and energy efficiency measures.**

Contact Information

For further details, please contact: **Project Manager: Dr. Lynn Jacques Inc. at 250-617-2345 or Lynn@drjacques.ca**

Binche Whut'en looks forward to receiving submissions from **qualified vendors** who can deliver a high-quality modular office and/or the accompanying landscaping, all designed to meet current operational needs and future community initiatives.

Appendices

Supplier Evaluation

Project: Family Development Modular Office for Binche Whut'en.

(Decision based on a panel assessment, including representation from the Jurisdiction Advisory Body)

Submission Deadline: July 18, 2025, no later than 4:00 p.m. Pacific Standard Time..

| Evaluation Criteria | Description | Maximum Score |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Adherence to Project Requirements | Proposal demonstrates full compliance with scope of work, modular specifications, accessibility, and infrastructure needs. | 25 |
| Experience with Indigenous Communities | Vendor has a proven history of working with Indigenous Bands in Northern BC and demonstrates cultural competency. | 10 |
| Utilization of Binche Whut'en Members/Subcontractors | Vendor demonstrates how they will incorporate qualified Binche Whut'en members or subcontractors where feasible. | 10 |
| Cost-Effectiveness & Value for Money | Proposal provides competitive pricing, detailed cost breakdown, and justifies overall value of services. Proposal includes a payment schedule and clearly identifies that the cost is a fixed price. | 20 |
| Compliance & Sustainability & Energy Efficiency Measures | Modular meets compliance and environmental standards, offers energy-efficient features, and supports long-term sustainability goals. | 10 |
| Vendor Qualifications & Past Projects | Vendor provides strong references and examples of completed modular office/home projects for Indigenous communities and/or Indigenous entities. | 10 |
| Project Timeline & Deliverability | Vendor outlines a realistic and efficient project timeline and scope-of-work plan, ensuring timely completion. | 10 |
| Warranty & Maintenance Provisions | Vendor offers reliable warranty coverage and post-installation maintenance services. | 5 |
| Total Possible Score | 100 Points | |

Scoring Guide

- **90 – 100 Points → Highly recommended** (Meets all criteria exceptionally well)
- **75 – 89 Points → Recommended** (Meets most criteria with minor gaps)
- **60 – 74 Points → Acceptable** (Meets basic requirements, but some weaknesses)
- **Below 60 Points → Not recommended** (Fails to meet key criteria)

Sample Floor Plan

Sample floor plan for an approximate 2000-sq.-ft. modular structure to be modified as an office (Bedrooms to become offices, Dining Room for reception desk, Flex Room for conferences, Living Room for Reception with washroom access) Create a design with easy public access to offices and flex room. Closets will be for used office related supplies/equipment.



Specifications

Site Foundation:

- 200-amp underground service.
- 4.5-inch steel pilings with 18-inch helix (x 42) plus those necessary for the rear deck. Please check the Binche Whut'en website (Binche.ca) or contact the Project Manager (lynn@drjacques.ca) for the posting of this Call for Tenders for clear specifications for an engineered foundation.
- Water and sewer connections to 100 ft. for subs.
- Base gravel with 2 percent slope.

2000 sq ft Modular with wheelchair access:

- Zone 6/7 A (R52 ceiling and insulated walls between offices and other interior areas for confidential community-related meeting purposes).
- Rear covered deck with wheelchair ramp access and wheelchair access at the front.
- 5/12 pitch roof with 25-to-30-year roofing tiles that have increased wind proof resistance.
- AC heat pump, propane furnace, and an 80-gallon hot water tank (Venders may also include a price for hot-water-on demand as an option).
- 3 offices, 3 washrooms (one 2-piece serving the reception area for the public, and two full bathrooms to later serve a family situation).
- Vinyl plank flooring throughout the entire structure, finished drywall, and wall coverings.
- Appliances installed on setup (fridge with bottom freezer, smooth-top stove, dishwasher, over-the range microwave, and stacking washer and dryer).

Topographical Site Plan Lot 57

